



Duty Statement

Classification: **Staff Program Auditor**

Position Number: **275-319-4061-015** **JC-286805** HCM#: **8115**

Branch/Section: **Office of Audit Services/Employer Compliance Reviews Section**

Location: **Sacramento, CA**

Telework: Office-centered

Working Title: **Employer Compliance Auditor**

Effective Date: **January 1, 2022**

Collective Bargaining Identifier (CBID): **R01**

Supervision Exercised: ☐ **Yes** ☒ **No**

The Office of Audit Services assists CalPERS Board of Administration and management by providing objective assurance that assets are safeguarded, operating efficiency and effectiveness are promoted, compliance with applicable laws and regulations is maintained and financial and management reporting is reliable.

Under the supervision of the Employer Compliance Staff Management Auditor (Staff Mgmt Auditor)/Senior Program Auditor (Sr.PgA), the Staff Program Auditor (Staff PgA) is the lead auditor over employer compliance audits to ensure compliance with the Public Employees' Retirement Law (PERL) and CalPERS contracts. The reviews must be performed accurately and completely in accordance with the International Standards for the Professional Practice of Internal Auditing (Standards). The incumbent is expected to pursue a course of continuing professional education as prescribed by the Standards. Furthermore, the incumbent is expected to adhere to appropriate professional ethics as required by the Standards and CalPERS core values when performing the following duties and responsibilities.

Essential Functions

- 40% Independently perform complex and sensitive audit assignments. Assist the Staff Management Auditor/Senior Program Auditor with risk assessment; development of audit scope and objectives for various types of reviews; auditor feedback; and staff development. Provides appropriate instruction to staff throughout the audit engagement, ensures that approved audit programs are carried out or deviations are justified and authorized. Perform special reviews at the request of senior management or the CalPERS Board of Administration (Board) that may be sensitive or confidential. Provide consultation on technical business-related issues. Lead employer compliance reviews referred for escalation. Leads audits related to business intelligence for utilization in performing tests.
- 30% Review audit working papers to ensure that they adequately support audit findings, conclusions, and reports. Ensure the audit reports are accurate, objective, clear, concise, constructive and timely. Determine that audit objectives are met, and procedures are performed in accordance with the Standards. Incumbents are required to possess strong analytical abilities and a comprehensive understanding of laws and regulations pertaining to CalPERS. The Staff Program Auditor may also lead special projects such as annual risk assessment, Quality Assurance and Improvement Program, quarterly status reports, provide consulting services to CalPERS divisions, quality reviews of workpapers, and assist with staff development. The Staff Program Auditor may perform complex and sensitive assignments.
- 15% Develop and document audit findings, recommend corrective action, and prepare audit reports. Meet with auditee representatives to discuss scope of review, and to discuss audit findings and recommendations. Present audit issues and findings to CalPERS management as necessary.

10% Assists in leading and coordinating the annual risk assessment process and the preparation of the Annual Audit Plan. Participate in audit validation activities to ensure timely resolution of outstanding issues.

Marginal Functions

5% Provide training or guidance to audit staff as necessary. Provide feedback for performance evaluations of appropriate staff at conclusion of audits. Assist in the recruitment and selection of audit staff.

Desirable Qualifications

- Logical reasoning.
- Analytical skills.
- Develop and evaluate alternatives.
- Ability to analyze issues and present options.
- Excellent written and oral communication skills, as well as the ability to effectively manage and produce formal, written reports with documented findings, conclusions, and substantive recommendations.
- Professional demeanor and attire.
- Possess strong analytical abilities and a comprehensive understanding of laws and regulations pertaining to CalPERS.

Working Conditions

- Overnight travel may be required.

Conduct, Attendance and Performance Expectations

- Ability to maintain consistent attendance
- Ability to demonstrate punctuality, initiative, and dependability
- Ability to model and support CalPERS Core Values (Integrity, Accountability, Respect, Openness, Quality and Balance)
- Ability to model CalPERS Competencies and demonstrate proficiency in; Collaboration, Leading People, Leading Change, Driving Results, Business Acumen, Communication, and Leading Self

I have read and understood the duties and essential functions of the position and can perform these duties with or without reasonable accommodation.

Employee Name:

Employee Signature: _____

Date:

I certify that the above accurately represent the duties of the position.

Supervisor Signature: _____

Date: